

Document Tracking & Management System



(DTMS)

MSgt Haddix

DTMS is a document entry and management system that eliminates the requirement to generate paper documents.

It reduces operational costs and the requirement to physically deliver or mail documents from Admin to Disbursing and vice versa.

It helps reduce the occurrence of lost documents and provides a “real time” means of tracking the location of documents.

It stores documents for future research and eliminates the requirement to send hard copy financial documents to Record Services at DFAS.

History of the System



Prior to Mid 1990's - Local Systems and Logbooks



Mid 1990's - II MEF Disbursing - "E-Quad"



1999 to 2000 - 21k Initiative - Geographic Challenges



2003 to Present - Operation Iraqi Freedom - SMCR



January 2004 - Chop to Total Force Administration



March 2004 - DECC, St. Louis, MO - TFAS SANS

System Features



 **Web-based Application**

 **Access is controlled by Electronic Signature (ELS)**

 **Retrieves information from the ODSE**

 **Maintains historical event (trail) of each document**

 **Real-time display of document location and status**

 **Accommodates attachments**

 **Stores comments without modifying the original**

 **Allows global access to view and research documents**



Creating and processing the NAVMC 11116

- Created at Admin**
- Worked at Disbursing**
- Archived in DTMS vice Record Services**



Creating and processing the NAVMC 11060

- Created at Admin**
- Worked at Disbursing**
- Reviewed at DFAS (Seps)**
- Archived in DTMS vice Record Services**

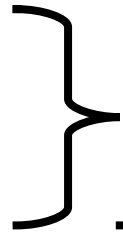


Reporting Tools

Access Levels

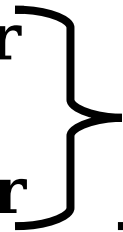


**Admin Preparer
Admin Reviewer
Admin Certifier**



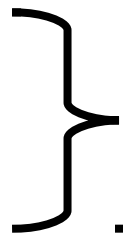
**Document Preparation
Level**

**Disbursing Preparer
Disbursing Auditor
Disbursing Certifier**



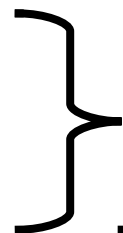
**Payment and Adjustment
Action Level**

**DFAS Level Access
Seps Clerk
Seps Auditor**



**Post-Payment Review
Level**

**HQMC Level Access
RFF (View)
MCAAT (View)**



Oversight Level

-  **DTMS does not have a self-contained ELSIG Mod**
-  **ELSIGs for this system are created using UD/MIP for Administrators and RAPTRS for Disbursers**
-  **HQMC & DFAS Level Access is hard-coded**
-  **ELSIGs are exported from UD/MIPS and RAPTRS and imported into DTMS**
-  **ELSIG authority levels are the same in DTMS as Are in UD/MIPS and RAPTRS**
-  **ELSIGs in DTMS will expire 60 days from the date they were created in UD/MIPS and RAPTRS**

The process to gain initial access to DTMS is simple



Coordinate between Admin and Disbursing



Update your ELSIGs in UD/MIPS or RAPTRS



Export the ELSIGs to a file



Access the DTMS Web Site



Perform the “Upload ELSIGs” option



Begin processing documents

DTMS Homepage



Document Tracking & Management System - Microsoft Internet Explorer provided by HQMC

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address <https://207.133.68.130/dtms/Logo.htm> Go Links

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Welcome to DTMS



Click Image to Login...

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Last Update: 2003/12/05

Done Internet

ELSIG Upload



DTMS: ELSIG Upload - Microsoft Internet Explorer provided by HQMC

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address https://207.133.68.130/dtms/elsigupload.htm Go Links »

ELSIG Upload

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The Unit/ELSIG/Seed entered must be contained within the file being uploaded.

Unit:
ELSIG:
Seed:

Select the ELSIG file you wish to upload.

DTMS Home | Official Marine Corps Website | Accessibility & Privacy Notice | Mail To
Last Update: 2003/12/05

Done Internet

10 - Day 11116 Report

10 - Day Separation Report

5 - Day EAS Report

Appellate Leave Report

Missing NAVMC 11060 Report

Units Statistics Report

RFF Management Report

Future Enhancements



Equipment upgrade and move to the DECC



Single sign-on through MOL



TTC Pooling



Interface with MCASSP



Interface with Travel Section on 11060's



Interface with TMO on 11060's



Automate the Waiver Process



Automate the Debt Management Process

Future Enhancements (Cont'd)



Automate the Appellate Leave process



Automate travel claim submission and tracking



Handling “Other Service” personnel



Further growth as part of TFAS

System Inquiries



 **Contact your servicing MISSO !**

 **MISSO's can contact the TSO in Kansas City !**

 **Unless instructed to do so, please do not contact
The TSO at Kansas City straight from the field.**

 **POC:**

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<https://207.133.68.130/DTMS>

*** Only from a .mil domain**

A group of five sailors in dark blue uniforms with white belts and white hats stand in a line in front of a large, layered rock formation. The background is a desert landscape with more rock formations under a blue sky with scattered white clouds. The word "Questions?" is overlaid in large, bold, yellow text at the bottom of the image.

Questions?